

South Dakota

Emergency Management Handbook



South Dakota
Division of Emergency Management

500 East Capitol Avenue
Pierre, SD 57501
(605) 773-3231

The purpose of this handbook is to provide the reader with an overview of emergency management in South Dakota. It would be impractical for this handbook to include ALL written materials that can be found on the topic of emergency management. We have limited the contents of the handbook to current major issues within emergency management. As a user of the handbook, your feedback will be greatly appreciated. This will enable us to continue to provide a useful tool for the development of a comprehensive emergency management program in South Dakota.

Prepared by

Division of Emergency Management
Soldiers and Sailors Memorial Building
500 East Capitol Avenue
Pierre, SD 57501
(605) 773-3231

This publication may be found on the
South Dakota DEM homepage at
www.state.sd.us/military/sddem.htm

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Local Emergency Management Organization

In South Dakota, all organized counties are required to have an “emergency management” organization and develop an emergency plan that is in accordance with the state emergency management plan and program (SDCL §33-15-26 and §33-15-27). As part of this organization, each county is required to have a county emergency manager (CEM) who is appointed by the executive officer or governing board. All 66 counties in South Dakota have, as a minimum, a CEM appointed to perform the duties associated with emergency management.

The South Dakota Division of Emergency Management (SDDEM) is charged with the overall mission of protecting South Dakota’s citizens and their property from the effects of natural, manmade, and technological disasters. To fulfill this mission, the Division recognizes and utilizes the four phases of emergency management:

- **PREPAREDNESS:** Actions taken in advance of an emergency/disaster to develop operational capabilities and facilitate response operations. Such measures may include the development of plans, procedures, warning and communications systems, and mutual aid agreements and emergency public information.
- **RESPONSE:** Actions taken during or after an emergency/disaster to save lives, minimize damages and enhance recovery operations. These measures include activation of emergency

operation centers, plans, emergency communications system, public warning, mass care, shelter, search and rescue, and security measures.

- **RECOVERY:** Actions taken over the short or long term to return vital life support systems to minimum standards or to return life to normal or improved levels. Such measures include damage assessment, supplemental assistance, economic impact studies, and mitigation of damages sustained.
- **MITIGATION:** Actions that can be taken to eliminate or reduce the degree of long term risk. Such measures include building codes, public education, hazard vulnerability analysis and zoning laws and resolutions.

In all phases, the Division works with its Federal, State, Local, and Tribal partners to ensure a comprehensive emergency management system.

County Emergency Manager (CEM)

Under the administrative direction of the county board, the CEM administers a county-wide emergency management program.

Examples of Work (illustrative only)

- Develops and maintains the County Emergency Operations Plan and tests this plan through exercises.
- Develops and establishes a warning system for the county.

- Maintains an inventory and utilization record of county equipment secured through emergency management sources.
- Prepares and presents a department budget to the appointing authority.
- Maintains liaison with county and state regional offices.
- Directs training of staff and volunteers and assists local jurisdictions with its training programs.
- Prepares informational material for dissemination to the public.
- Meets with interested groups to explain the emergency management program and to enlist their support and cooperation.

Emergency Management Performance Grant (EMPG) and State and Local Agreement (SLA)

EMPG is a funding source provided by FEMA to states for the development and maintenance of emergency management programs. The State, in turn, makes a large portion of this funding available to local emergency management organizations through the SLA.

Under the EMPG and SLA, the state and local emergency management organizations are required to demonstrate performance benchmarks that are both specific and measurable in order to receive federal funding. The performance benchmarks are negotiated with the state and each county on a yearly basis. Quarterly reports and billings document each jurisdiction's progress and allows for reimbursement for eligible expenses, including salaries.

On a day-to-day basis, the regional coordinators provide direction and technical advice about all aspects of emergency program management to CEMs. For further information on regional coordinators, please see page 21.

All reporting requirements and forms to participate in SLA can be found in the *SDDEM Financial Procedures Manual*.

Additional Information

For more information, please contact:

Deputy Director/Field Operations Manager
SD Division of Emergency Management
500 East Capitol Avenue
Pierre, SD 57501
(605) 773-3231

SDDEM Programs

Preparedness

Exercise

A fundamental responsibility of an emergency manager is to establish a program which will effectively provide for the protection of the lives and property of the public. This goal is attained through a variety of means, including on-going training programs and the regular exercising of emergency operations plans and procedures.

It is often said that conducting exercises is the “second best” way to evaluate emergency plans. Experience has shown that the ability to conduct effective emergency operations is enhanced by the testing of emergency functions through the use of exercises based on simulated, but realistic, emergencies. Perhaps the “best way” to evaluate plans is during an actual disaster; however, it is seldom possible to make adjustments in plans while reacting to an actual emergency. Exercises, however, can result in such adjustments being made, through effective follow-up action, prior to an emergency need.

The state exercise training officer (ETO) is charged with developing emergency exercises

to “test” state emergency operations plans and to guide CEMs in their exercise programs.

Elements of an Exercise Program

An exercise program contains three types of exercise activities.

Table-Top Exercises: An activity in which elected/ appointed officials and key emergency management staff are gathered together informally, to train and familiarize personnel and agencies with roles and responsibilities within the emergency operations plan, using a series of simulated emergency situations or messages. A Tabletop Exercise should be conducted in a non-threatening environment and under minimal stress for the participants.

Functional Exercises: Usually centered in the local emergency operations center, the functional exercise is designed to test and evaluate the capability of a jurisdiction to respond to a simulated emergency. Through a detailed narrative and messages, a Functional Exercise is conducted in a “real-time” environment and causes participants to make decisions and take actions utilizing several functions of the jurisdiction’s Emergency Operation Plan.

Full-Scale Exercises: The Full-Scale Exercise includes all the components of the Functional Exercise and adds the actual responding field

units. It is intended to test and evaluate all or most functions listed in the Emergency Operation Plan as realistically as possible in order to respond to a hazard/emergency.

Actual Occurrence: An actual occurrence can be used to fulfill the FEMA exercise requirement mentioned above. For an actual occurrence to be considered as substitute credit for an exercise, the documentation must reflect, as a minimum, four (4) of the following:

- Participation of the Chief Elected Official or representative designated in the local emergency operation plan.
- Activation of the local Emergency Operation Center (EOC).
- Declaration of local disaster (excluding agriculture).
- Warning of the population.
- Evacuation of the population.
- Response involving four (4) or more response agencies/services.
- Response involving resources from outside the jurisdiction.

The FEMA Form 95-44 should be completed and submitted similar to any exercise for credit.

Counties participating in SLA are required to conduct either a functional or full-scale exercise each year. FEMA's Emergency Management Exercise Reporting System Form 95-44 needs to be completed and submitted to the Regional Coordinator for approval recommendation to the ETO to gain credit for any exercise held in your jurisdiction.

Additional Information

For more information about exercises in South Dakota, please contact:

Exercise Coordinator
SD Division of Emergency Management
500 East Capitol Avenue
Pierre, SD 57501
(605) 773-3231

Hazardous Materials

The Hazardous Materials Emergency Preparedness (HMEP) grant program is intended to provide financial and technical assistance as well as national direction and guidance to enhance state and local hazardous materials emergency planning and training. The HMEP grant originates with the United States Department of Transportation. The Grant Program distributes fees collected from shippers and carriers of hazardous materials to emergency responders for haz mat training and to local emergency planning committees (LEPCs) for haz mat planning.

The HMEP planning portion of the grant is available to state governments and LEPCs for hazardous materials emergency response planning and exercising. The grant pays for projects such as commodity flow studies, writing and printing emergency response plans, and hazards analyses. HMEP training funds are available to state and/or local public sector employees or volunteers involved in hazardous materials emergency response.

Each year, SDDEM hosts the annual Hazardous Materials Conference. The conference features educational presentations for anyone involved with hazardous materials including: firefighters, emergency medical technicians, industrial facility managers, LEPC members, law enforcement, and emergency management personnel.

Additional Information

For more information about the hazardous materials program in South Dakota, please contact:

Hazardous Materials/HMEP Coordinator
SD Division of Emergency Management
500 East Capitol Avenue
Pierre, SD 57501
(605) 773-3231

Public Information

Awareness Campaign

The Division of Emergency Management sponsors (in conjunction with other agencies) awareness campaigns that focus on hazards that pose a significant threat to the health, environment, and economic well-being of communities and families. The two primary campaigns are Winter Weather Preparedness, conducted in October, and Severe Weather Preparedness, conducted in April.

The purpose of the two awareness campaigns is to increase public awareness of seasonal hazards and to promote proactive steps designed to reduce or mitigate these hazards.

Awareness weeks are an excellent opportunity to hold a community exercise that can involve a facility, first responders, hospitals, schools, etc. You can also build in a public education component to exercises done during the specific week for heightened media awareness. The sky's the limit!

Additional Information

For more information about awareness campaigns, please contact:

Public Information Officer
SD Division of Emergency Management
500 East Capitol Avenue
Pierre, SD 57501
(605) 773-3231

Information Technology

Over the past several years, the personal computer has become an important part of the emergency management workplace. Many emergency managers in South Dakota, including SDDEM, have come to accept the computer and the Internet as reliable emergency preparedness and response tools. Here are a few examples of how SDDEM uses and plans to use this technology within emergency management:

- E-mail: a growing amount of our daily communications with local emergency managers is done via e-mail. Such technology enables us to send information to dozens or hundreds of individuals in a matter of seconds at little or no cost.
- Internet: SDDEM is developing a secure website for CEMs to access duty reports prepared by the Duty Officer. Additional items of interest will be included on this site as necessary. Also, SDDEM's website is dynamic in that it is continuously updated. The website includes local training opportunities as well as conferences being held throughout the country.
- Electronic Forms: the State of South Dakota is in the process of converting as many agency forms as possible to an

electronic format. SLA reporting forms will be included. These electronic forms may be filled in and returned while on-line.

Inexpensive and easy access to computers and the Internet will continue to increase the quality of communications between emergency managers in the coming years. Here are a couple of things you can do to ensure your office is kept "in the loop" regarding emergency management information:

- Get an e-mail account: e-mail is an extremely inexpensive method for mass distribution of all kinds of information. In fact, it will probably become the preferred method for information dissemination in the near future. Once you have an e-mail account, be sure to share your address with SDDEM.
- Get Internet access: the SDDEM website is becoming a primary tool for sharing important information with emergency managers and the public. Additional websites by FEMA, the National Weather Service, and others contain a wealth of resources that are only available via the Internet.

Training

At the state level, EMPG funds are used for training and technical assistance presented in a balanced instructional program to cover all

phases of comprehensive emergency management. This training is delivered to a very diversified emergency management audience: full-time and part-time emergency managers, fire fighters, law enforcement personnel, emergency medical technicians, administrative support staff, volunteer agencies, other state agencies, and the general public. It teaches its audience how to effectively carry out their jobs as emergency managers in all types of natural, technological, radiological, and national security hazards that could disrupt the lives of South Dakota citizen's through loss of life and/or property.

SDDEM employs a state training officer (STO) who is responsible for the management of the curriculum portion of the program: selecting courses, hiring instructors, picking training sites, approving course expenses, completing all FEMA reports and sending them to the regional office.

Training Requirements

Because of the complex nature of the duties and responsibilities of the CEM, training is a vital element to ensure awareness of programmatic and procedural changes.

FEMA's Independent Study Program consists of 17 self-paced courses. Individual and group enrollments are available for most courses. Individual enrollment inquiries should be submitted by phone to the STO at (605) 773-

3231. For counties participating in SLA, it is required that the CEM enrolls in, and satisfactorily completes, the following independent study courses which are furnished free by FEMA.

1. Emergency Preparedness, USA (IS-2), formerly Emergency Management, USA (HS-2) - the CEM shall complete this independent study course within the first six months of employment.
2. Emergency Program Manager (IS-1) - the CEM shall complete this independent study course within the first year of employment.
3. A Citizen's Guide to Disaster Assistance (IS-7), formerly (HS-7) - the CEM shall complete this independent study course within the first 18 months of employment.
4. Hazardous Materials: A Citizen's Orientation (IS-5), formerly (HS-5) - the CEM shall complete this independent study course in the first two years of employment.

FEMA Professional Development Series (PDS) courses vary in length from two to four days. Courses are held both in and out of state. The following courses are required for CEMs whose counties participate in SLA. These courses must be completed within three years of the date of employment.

- G-120 - Exercise Design Course/
Exercise Evaluation Course
- G-235 - Emergency Planning Course
- G-230 - Principles of Emergency
Management (formerly Introduction to
Emergency Management)

Other PDS courses to receive the Capstone
PDS completion certificate include:

- G-240 - Leadership and Influence*
- G-241 - Decision Making and Problem
Solving*
- G-242 - Effective Communication*
- G-244 - Developing Volunteer Resources

*Available online.

Training Calendar

An annual SDDEM emergency management activities calendar is available on the internet. This calendar lists all of the training courses that SDDEM plans to offer in the coming year. The calendar, course descriptions, dates, locations, and a registration form are available on the SDDEM Training website, located at www.state.sd.us/military/sddem/demtraining/training.htm.

Registrations for training are usually accepted on a first-come, first-served basis, however, emergency management personnel always have priority enrollment. Private industry, volunteer groups, and other government agencies are accepted if there is space available.

Training Cost

There is no cost to attend FEMA-funded training courses. SDDEM will pay lodging and per diem for one CEM (SLA and non-SLA) enrolled in any of each of the three required PDS courses. For all other EMPG-funded training courses, SDDEM will pay lodging and per diem for SLA CEMs only. Mileage will not be reimbursed.

Emergency Management Institute

The national emergency management training academy, the Emergency Management Institute (EMI), is located at Emmitsburg, Maryland, and shares its campus with the National Fire Academy. EMI hosts national courses year round that have limited enrollment. Additional information about EMI is located at <http://training.fema.gov/emiweb/train.htm>.

A FEMA Form 75-5 application needs to be submitted to the STO to enroll in an EMI course.

Additional Information

For more information about emergency management training in South Dakota, please contact:

Training Officer
SD Division of Emergency Management
500 East Capitol Avenue
Pierre, SD 57501
(605) 773-3231

Weapons of Mass Destruction (WMD)

SDDEM's WMD program coordinates the development of state response to WMD events; provides assistance to local governments in the form of funding, training opportunities, and planning and exercise development; acts as liaison between state and local agencies; and manages federal grants to the state.

FEMA provides funding to local governments through SDDEM for the planning, training, and exercise components of the program. The Department of Justice (DOJ) provides funding for response equipment. DOJ also provides various training programs for risk assessment, operations, equipment acquisition and use, and planning development.

Several federal agencies provide various levels of training for WMD/Terrorism Response. To coordinate the training, SDDEM has been

selected as the single point of contact for training registration. Anyone who would like to attend a course offered by a federal agency should go through SDDEM.

All WMD training, exercises, technical assistance, or other projects should be reported to SDDEM and your county emergency manager.

Additional Information

For more information about the weapons of mass destruction program in South Dakota, please contact:

WMD Coordinator
SD Division of Emergency Management
500 East Capitol Avenue
Pierre, SD 57501
(605) 773-3231

Response

Local Jurisdiction

The initial response to an emergency or disaster situation should be made by the local jurisdiction. The situation may necessitate the enactment of a local emergency or disaster declaration. It is the responsibility of the affected government entity to take any actions necessary to reduce injury and loss of life and property. If the situation is beyond their resource capability, supplemental

assistance shall be requested from the county. In the event a crisis exceeds the capability of the county and local government, the Governor, as requested and provided by law, may declare a state of emergency or disaster to exist.

Requests for State of South Dakota assistance and support from townships, towns, tribal agencies, or counties shall be channeled through the CEM to the SDDEM. This includes requests for assessments, equipment, personnel, supplies, technical assistance, and military support. If outside assistance is made available, local governments must be prepared to fund part or all of the cost of response and recovery.

SDCL 33-15-24.1. Minimum local effort required for state aid. In order to qualify for state financial assistance to meet the costs of an emergency or disaster declared by the Governor, a county shall meet the minimum standard of local effort as specified in subdivision 33-15-1 (7).

SDCL 33-15-1. Definitions

(7) “Local effort,” the expenditure for emergency or disaster purposes within the twelve-month period preceding the date of the request, of an amount equal to two mills of the assessed valuation, exclusive of capital asset purchases, in each county for the assessment date preceding the date of the request under an emergency or disaster declaration by the Governor.

Division of Emergency Management Field Office - Regional Coordinators

SDDEM has four (4) regional coordinators, one each located in Aberdeen, Pierre, Rapid City, and Sioux Falls. The regional coordinators are available to support a response as the DEM agency representative to an emergency or disaster incident within their assigned region or statewide, as required. At the scene, they can assist the CEM or the Incident Commander with situation assessments, coordination of resource requests, or program related technical assistance. During an “initial attack,” the regional coordinators are valuable assets that can often assist with many functions that are ordinarily expected of CEMs. The regional coordinators are available to assist with recovery efforts.

Additional Information

Aberdeen Field Office

(Beadle, Brown, Clark, Codington, Day, Deuel, Edmunds, Faulk, Grant, Hamlin, Jerauld, Kingsbury, Marshall, McPherson, Roberts, Sanborn, and Spink Counties)

PO Box 633

Aberdeen, SD 57402-0633

Phone: (605) 626-2236

Fax: (605) 626-2562

Pierre Field Office

(Brule, Buffalo, Campbell, Charles Mix, Corson, Dewey, Hand, Hughes, Hyde, Jones, Lyman, Potter, Stanley, Sully, Walworth, and Ziebach Counties)

500 East Capitol

Pierre, SD 57501-5070

Phone: (605) 773-6425

Fax: (605) 773-3580

Rapid City Field Office

(Bennett, Butte, Custer, Fall River, Gregory, Haakon, Harding, Jackson, Lawrence, Meade, Mellette, Pennington, Perkins, Shannon, Todd, and Tripp Counties)

4250 Fire Station Rd, Suite 2

Rapid City, SD 57703

Phone: (605) 393-8051

Fax: (605) 393-8052

Sioux Falls Field Office

(Aurora, Bon Homme, Brookings, Clay, Davison, Douglas, Hanson, Hutchinson, Lake, Lincoln, McCook, Miner, Minnehaha, Moody, Turner, Union, and Yankton Counties)

PO Box 84238

Sioux Falls, SD 57118-0238

Phone: (605) 367-5240

Fax: (605) 367-5241

Duty Officer Program

The purpose of the 24-hour South Dakota Duty Officer Program is to provide a single point of contact to government entities to call when **state-level assistance** is needed or when a **state-level notification** is required.

The scope of the Duty Officer Program includes, but is not limited to, actual or impending incidents such as the following:

- Hazard materials incidents
- Pipeline leaks or breaks
- Radiological incidents
- Requests for National Guard/Civil Air Patrol
- Aircraft accidents/incidents
- Search and rescue assistance
- Bomb squad information
- Natural disasters (tornado, flood, fire, etc.)
- Any incident where assistance is needed from one or more of the following state agencies, or, when one

or more of the following state agencies has a reporting requirement:

- Department of Health
- Department of Environment and Natural Resources
- Department of Transportation
- Department of Agriculture
- Fire Marshal
- Highway Patrol

When the Duty Officer receives a call of an incident, he or she will make notifications to state agency personnel with the expertise and/or resources to assist the caller.

The telephone number to contact the Duty Officer is (605) 773-3231. This number should be used at all times. If the incident occurs after normal work hours, State Radio will answer the call. The Duty Officer will then be contacted and will return your call within a few minutes.

Be ready to provide the following information when contacted by the Duty Officer:

All calls will require:

- Name of caller
- Telephone number for call-backs at the scene or facility
- Have local officials been notified of incident - i.e. fire, police, sheriff
- Date, time and location of the incident

When making notifications of spills/incidents:

- Materials and quantity involved in incident
- Incident location
- Responsible party of incident
- Telephone number of responsible party
- Any surface waters or sewers impacted
- What has happened or what is happening

When requesting state assistance for incidents:

- What kind of assistance is requested
- Name of the requesting agency/facility
- Materials and quantity involved in the incident
- Have all local, county, and mutual aid resources been utilized and expended

If outside assistance is made available, local governments must be prepared to fund part or all of the cost of response and recovery.

Recovery

Each CEM should maintain a current copy of the *Disaster Response and Recovery Handbook: A Guide for Local Jurisdictions*.

After the initial response to a situation, the regional coordinators may assist with the recovery process. Recovery responsibilities include ensuring human needs are met and providing expertise for the restoration of public infrastructure during a state or Presidential disaster declaration.

Individual Assistance (IA)

Depending on the severity of the event, a Presidential disaster declaration may result in Individual Assistance from FEMA. While Public Assistance funding is used to repair and restore publicly-owned infrastructure following a declared disaster, IA is targeted specifically at people. Low interest loans, unemployment assistance, housing assistance, and crisis counseling are some of the benefits disaster victims can receive from IA. Among other factors, the number of homes destroyed or sustaining major damage is considered.

Additional Information

For more information about the Individual and Households Program in South Dakota, please contact:

Individual Assistance Officer
SD Division of Emergency Management
500 East Capitol Avenue
Pierre, SD 57501
(605) 773-3231

Public Assistance (PA)

A Presidential disaster declaration is the beginning of the PA program. A Presidential disaster could be the result of any natural disaster, including floods, tornadoes, winter storms, and wildfires. Once a Presidential disaster is declared, the PA program is initiated. FEMA grants money to the State of

South Dakota to help rebuild public related and certain private non-profit infrastructure and facilities to pre-disaster condition. In return, SDDEM manages this money and grants it to the eligible applicants. SDDEM works directly with the applicants to ensure eligibility. Once eligible applicants are determined, SDDEM ensures proper documentation is archived for audit purposes. Among other factors, countywide and statewide per capita financial impacts are considered for a PA declaration.

Additional Information

For more information about Public Assistance in South Dakota, please contact:

Public Assistance Officer
SD Division of Emergency Management
500 East Capitol Avenue
Pierre, SD 57501
(605) 773-3231

Mitigation

Mitigation is defined as lessening or eliminating the effects of natural disasters on people and property. Mitigation projects can go a long way in preventing loss of life and property damage.

Hazard Mitigation Grant Program (HMGP)

Following a Presidential disaster declaration, the state receives funding for mitigation

projects on both the state-level and local-level. State governments, local governments, tribal governments, and certain private non-profit organizations are eligible to apply for HMGP funds. Eligible projects include acquisition, burying overhead powerlines, drainage projects, and vegetation management. In order for a project to be approved to receive HMGP funding, it must have a 1:1 benefit cost ratio and must go through an environmental review process. Up to 75% of the eligible project cost can be paid with HMGP funds; the remaining cost must be covered by the applicant.

Additional Information

For more information about the Hazard Mitigation Grant Program in South Dakota, please contact:

Hazard Mitigation Officer
SD Division of Emergency Management
500 East Capitol Avenue
Pierre, SD 57501
(605) 773-3231

Pre-Disaster Mitigation (PDM)

FEMA's PDM program was implemented to give states and local governments funding and technical assistance to:

- meet the state and local mitigation planning requirements outlined in the Disaster Mitigation Act of 2000, and

- to complete cost-effective hazard mitigation activities that reduce injuries, loss of life, and property damage resulting from natural disasters.

Unlike the Hazard Mitigation Grant Program, which is available only after a Presidential disaster declaration, Pre-Disaster Mitigation funding is available on a yearly basis. This limited funding is available for application by county and tribal governments to complete a local hazard mitigation plan. Once all counties in South Dakota have an approved local mitigation plan, PDM funding will be available to fund mitigation projects, such as acquisitions or drainage projects.

Additional Information

For more information about Pre-Disaster Mitigation in South Dakota, please contact:

Hazard Mitigation Officer
SD Division of Emergency Management
500 East Capitol Avenue
Pierre, SD 57501
(605) 773-3231

National Flood Insurance Program (NFIP)

Flood insurance purchased through NFIP has eased the burden of personal loss by flooding to South Dakota individuals since 1978. The NFIP is a self-supporting program which means

operating expenses and flood insurance claims are not paid by the taxpayer but through premiums collected for flood insurance policies.

Individuals are able to purchase flood insurance from local insurance agents, as long as the community in which they live, or county if a rural residence, participates in the NFIP. To participate in NFIP, a community must submit an application to the state NFIP Coordinator. Once reviewed, they are sent to FEMA for approval. Applications must include adopted resolutions or ordinances to regulate new construction and Special Flood Hazard Areas (SFHA). SFHA are at risk for flooding and are determined by a flood study. The community is then given six months to adopt base flood elevations in its local zoning and building ordinances and to meet other requirements.

Flood Mitigation Assistance (FMA)

FEMA's FMA provides funding to assist states and communities in implementing measures to reduce or eliminate the long-term risk of flood damage to buildings, manufactured homes, and other structures insurable under NFIP.

FEMA encourages communities to identify ways to reduce their risk of flood damage by preparing Flood Mitigation Plans. Plans must assess flood risk and identify actions to reduce

that risk. A project must be physically located in a participating NFIP community or must reduce future flood damages in an NFIP community.

Additional Information

For more information about National Flood Insurance or Flood Mitigation Assistance in South Dakota, please contact:

NFIP Coordinator
SD Division of Emergency Management
500 East Capitol Avenue
Pierre, SD 57501
(605) 773-3231

The Incident Command System and EOC Interface

Most incidents are classified as minor. They affect only a small portion of the community and most response organizations have the capabilities to manage the incident by committing only limited resources.

Major incidents, however, may threaten the entire community. Whole communities may require evacuation for several days during large scale incidents. A much greater commitment of equipment and personnel is made in an attempt to control these incidents. The decision making processes moves to the policy level, which involves more people in the procedure. Coordination of the response, responders, and information management, moves to the highest level.

A thorough understanding of both an effective Incident Command System and the concept of the Emergency Operations Center (EOC) is fundamental to the effective management of both large and small incidents. All participants must understand the functions of each system and use his or her specific role under them to manage the incident. ICS training is available for elected officials through several resources, including SDDEM. Training may even be available online.

The roles and responsibilities of the on-scene incident commander and the emergency operations center must be defined in local emergency operations plans and understood by everybody before the incident occurs.

State Emergency Operations Center (SEOC)

Activation

The SEOC is a designated facility at which SDDEM staff and state agency representatives may gather to coordinate and allocate state resources in response to a request from a local jurisdiction or another state agency. Currently located at 425 East Capitol in Pierre, it houses communications equipment and staff needed to facilitate coordination activities. Should an alternate site be required, SDDEM will use available means of communications to alert and notify agency representatives.

Upon receiving notification or alert of an event (depending on severity), the SDDEM Duty Officer will notify the SDDEM Directors. The directors will determine if the Governor should be notified, if a situation report should be issued to FEMA, and will determine if, and to what level, the SEOC should be activated or if the DEMOS Team should be mobilized.

DEMOS

The Division of Emergency Management On-Site (DEMOS) Team could move to an area as needed and operate under austere conditions for an extended period of time. DEMOS members may consist of the DEM Director, Regional Coordinator(s), Resource Coordinator, and/or others. The team's primary mission will be to implement state response and recovery activities as quickly as possible through an initial assessment of the infrastructure and human

needs in the impacted area. The team may utilize the DEM Mobile Emergency Operations Center and function as a communication link between local officials and the SEOC.

Mobile Response Units

Key state agencies could respond and operate out of mobile response units. If mobilized, the Highway Patrol's communication unit will serve as the State Coordination Center until such time that events dictate otherwise.

Disaster Declaration Process Overview

In any emergency incident, response and recovery efforts begin on the local level. Local government is responsible for taking any action necessary to save lives and property. If a situation is beyond the capability of a local jurisdiction, that jurisdiction can issue a local emergency/disaster declaration and request supplemental assistance from the county level.

If all resources on the local and county level, including mutual aid resources, are exhausted, then a county can request assistance from the State. At this time, the Governor can, by law, declare a state of emergency or disaster to exist. All requests for state assistance and support (including assessments, equipment, personnel, supplies, technical assistance, and military support) from towns, townships, tribal governments, or counties shall be channeled through the County Emergency Manager to SDDEM. If outside assistance is made available, local governments must be prepared to fund part or all of the cost of response and recovery.

If the situation is beyond the capability of state resources, the Governor can request a Presidential disaster declaration through FEMA. A joint preliminary damage assessment is performed by local, state, and federal officials to document the damage caused by the incident and to determine if the jurisdiction is eligible for a declaration. If so, the Presidential disaster declaration can trigger such funding programs as Public Assistance, Individual Assistance, and the Hazard Mitigation Grant Program.

For more information on the disaster declaration process, please refer to the *South Dakota Disaster Response and Recovery Handbook*.